

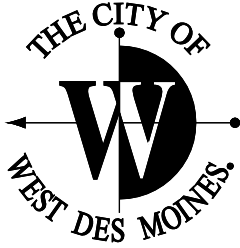
## Development Application

# Area Development Plan Town Center Overlay District



Development Services Department  
4200 Mills Civic Parkway, Suite 2D  
P.O. Box 65320  
West Des Moines, IA 50265-0320  
515-222-3620 (phone)  
515-273-0602 (fax)  
[www.wdm.iowa.gov](http://www.wdm.iowa.gov)

Additional copies of this application and the appropriate  
"project submittal requirements"  
can be found on the City's website;  
<http://www.wdm.iowa.gov>



# Development Application

NO DEVELOPMENT APPLICATION CAN BE  
ACCEPTED FOR FILING UNLESS ALL REQUIRED  
INFORMATION IS SUBMITTED.

## TYPE OF REQUEST (Check all that apply):

The following are for developments within the Town Center Overlay District only:

- ☐ Area Development Plan (ADP)  
☐ Specific Plan Ordinance (ZC-SP)  
☐ Site Plan (OSP)

## GENERAL PROJECT INFORMATION

Project Name: \_\_\_\_\_

Site Location - actual address if assigned (general location if no assigned address):  
\_\_\_\_\_  
\_\_\_\_\_

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Planning Area #: \_\_\_\_\_ Total Planning Area Acreage: \_\_\_\_\_

Total # of Proposed Planning Units: \_\_\_\_\_

Proposed Size and Use of each Planning Unit: (attach separate list if needed)

Unit 1:	_____ Ac.	Use: _____
Unit 2:	_____ Ac.	Use: _____
Unit 3:	_____ Ac.	Use: _____
Unit 4:	_____ Ac.	Use: _____
Unit 5:	_____ Ac.	Use: _____
Unit 6:	_____ Ac.	Use: _____
Unit 7:	_____ Ac.	Use: _____
Unit 8:	_____ Ac.	Use: _____

Fee Amount: \_\_\_\_\_

Case Planner: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

OFFICE USE ONLY:

**CONTACT INFORMATION:**

**Property Owner(s):** \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

(Submit additional information sheet for multiple property owners)

\*\*\*\*\*

**Applicant:** \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Main Applicant Contact: Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Principal Name(s) including CEO/President &/or GM of Company, if applicable:

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

**Applicant's Representative** (Primary Contact Individual): \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\*\*\*\*\*

**Applicant's Engineer** (Contact Person): \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\*\*\*\*\*

**\*\* All required drawings and documents as outlined on the associated "project type submittal requirement" sheet must be submitted at the time of the application in order for the project to be accepted and started in the appropriate review process.**

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**Existing Comprehensive Plan:**

**Proposed Comprehensive Plan:**

**Existing Zoning:**

**Proposed Zoning:**

**Surrounding Land Uses:**

*North:* Existing Land Use:

Existing Zoning:

Comprehensive Plan Designation:

*East:* Existing Land Use:

Existing Zoning:

Comprehensive Plan Designation:

*South:* Existing Land Use:

Existing Zoning:

Comprehensive Plan Designation:

*West:* Existing Land Use:

Existing Zoning:

Comprehensive Plan Designation:

**Total Land Area:**      acres      sq. ft.

**CERTIFICATION:**

**NOTE: ALL APPLICATIONS MUST HAVE SIGNATURE(S) OF THE CURRENT PROPERTY OWNER(S) OR INDIVIDUAL WITH THE PROPER POWER OF ATTORNEY, NOTARIZED BY A CERTIFIED NOTARY PUBLIC (attach if necessary)**

**Part A: Owner's Signature and Consent**

I/we, \_\_\_\_\_ being duly sworn, depose and say that I/we am/are the owner, owners, authorized representative for a corporate owner, person with power of attorney for the owner/owners, or a non residential tenant of said property. I/we personally swear and affirm that this application has been prepared in compliance with the requirements of the City of West Des Moines Municipal code as printed herein and that the statements and information above referred to are in all respects true and correct to the best of my/our knowledge and belief. Further, I/we hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we, \_\_\_\_\_ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

\_\_\_\_\_  
Signature of Legal Property Owner

\_\_\_\_\_  
Date

EIN (Employer Identification Number) \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

The above signed applicant appeared before me and personally subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of Notary Public; \_\_\_\_\_

**Part B: Applicant's Signature and Consent**  
**(Use only if the applicant is different from Property Owner)**

I/we, \_\_\_\_\_ being duly sworn, depose and say that I/we hold legal interest in this property and do hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we, \_\_\_\_\_ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

EIN (Employer Identification Number) \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

The above signed applicant appeared before me and personally subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of Notary Public; \_\_\_\_\_

**Part C: Applicant/Owner Consent to Traffic Study and Fees**

I \_\_\_\_\_ hereby request the City initiate the required traffic study for this project. I understand that the traffic study is **estimated** to cost \$\_\_\_\_\_ based upon the preliminary development/use information that I have provided to the City. I understand that **this is only an estimate of the cost and that** based upon the traffic analysis fee table included in this application packet or otherwise available from the city upon request **the total cost may be less or more than the estimate.**

- ☐ **By my signature below, I authorize the study and agree to pay all traffic study fees when billed by the City, even if the project is withdrawn.**
- ☐ **I understand that these fees must be paid in full prior to the proposed project proceeding to the appropriate approval body (Plan & Zoning Commission, Board of Adjustment or Administrative approval).**

Enclosed with this signature page is:

- ☐ \$100.00 base fee (if total study fee cost is estimated to be less than \$2,000)
- ☐ \$\_\_\_\_\_ (at least ½ of the estimated cost)

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date

Printed Name: \_\_\_\_\_

**EIN (Employer Identification Number)** \_\_\_\_\_

(This must be provided prior to initiation of the study)

State of \_\_\_\_\_

County of \_\_\_\_\_

*The above signed applicant appeared before me and personally subscribed and sworn before me on this*

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

*Signature of Notary Public;* \_\_\_\_\_

*My commission expires on the* \_\_\_\_\_ *day of* \_\_\_\_\_, 20\_\_\_\_.

**Billing information:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

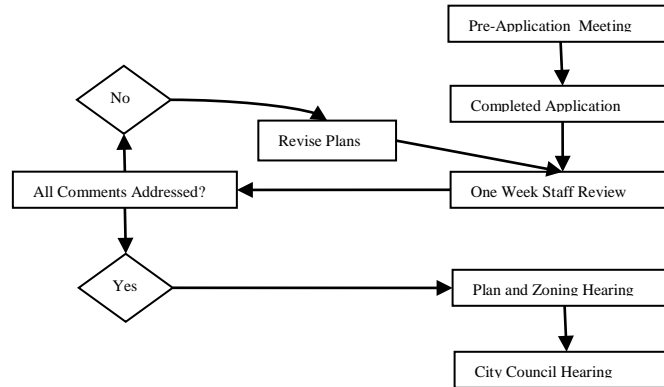
\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**TOWN CENTER OVERLAY DISTRICT:  
AREA DEVELOPMENT PLAN**



Reviewing Bodies:

- City Staff: **A pre-application meeting must be held with City staff and all property owners within a specified planning area to coordinate future development ideas and issues.**
- Plan & Zoning Commission
- City Council
  - **Final copies of plans following Council approval MUST have original signatures and seals on ALL copies.**

The Town Center Overlay District is an area that has been identified by the City where development of a village atmosphere is encouraged. Developments in this area should incorporate neo-traditional planning theory aimed at integrating various land uses to create a pedestrian oriented, energetic and attractive live, work, and play environment. The Area Development Plan is the first step in the development process for parcels within the overlay district.

Purpose/Intent: The purpose of an Area Development Plan is to ensure cohesive development of a larger area while incorporating the overall intent of the Town Center Overlay District's design guidelines. The Area Development Plan shall;

- ♦ indicate the coordination and location of infrastructure;
- ♦ determine and layout the integration of various land uses;
- ♦ determine proposed densities for each land use area;
- ♦ identify primary vehicular and pedestrian circulation patterns; and,
- ♦ identify master storm water management elements for the planning area.

When Required: For land areas within the Town Center Overlay District. Please refer to the Town Center Overlay District Guidelines for identification of specific planning areas.

Application Fee - full fee is due at time of submittal

☐ \$140.00 + \$11.00/acre

Traffic Fee – base fee is due at time of submittal

☐ Signature from Applicant/Owner requesting City initiation of traffic study and agreement to pay fees

☐ \$100.00 base fee

☐ Additional traffic fees will be based upon the Traffic Fee Matrix (attached) and are due prior to City Council approval

A. Your submittal **must** include the following:

1. ☐ A letter describing the project, identifying the project contact person(s) and any other information relevant for City's staff review. If the applicant is other than the legal owner, the applicant's interest shall be indicated and the legal owner's authority to apply shall be included in a certified legal form.
2. ☐ Completed application form
3. ☐ One (1) 8 ½ x 11" location map showing the proposed site location, adjacent existing land uses within five hundred (500) feet of the property, and general existing land uses within one thousand (1,000) feet of the property. **Location map must be to a discernable scale with the scale denoted**
4. ☐ Two (2) copies of a detailed vicinity sketch of the Area Development Plan site and adjoining properties illustrating the overall traffic and pedestrian circulation patterns, land uses, infrastructure network, public use areas (parks, schools, trails), etc... **Plan must be at a discernable scale with scale noted**
5. ☐ Eight (8) copies of the Area Development Plan (24" x 36", **folded**)
6. ☐ Two (2) reduced copies of the Area Development Plan (8 ½ " x 11")
7. ☐ One (1) PDF copy of the Area Development Plan
8. ☐ Two (2) copies of a Master Storm Water Management Plan
9. ☐ Other information deemed necessary by the Director of Development Services for the review of the proposed project

B. Your Area Development Plan shall include the following:

1. ☐ All dimensions shall be shown to the nearest one-hundredth of a foot
2. ☐ Legal description and total area of each property included within the Area Development Plan
3. ☐ Property owner's names, addresses, and contact information for **all** properties included in the Area Development Plan and the immediately adjoining properties. Undeveloped adjoining land should be identified as such
4. ☐ Developer's name and contact information
5. ☐ Date, compass point, legend of symbols and scale (written and graphic)
6. ☐ Vicinity map that accurately represents the area including recent developments
7. ☐ If properties have been platted, the assigned addresses shall be shown on the plan
8. ☐ Existing Comprehensive Plan land use classification for the Area Development Plan area and all adjacent properties
9. ☐ Existing Zoning District for the Area Development Plan area and all adjacent properties
10. ☐ Requested proposed land use for all areas included in the Area Development Plan
11. ☐ Proposed zoning for all areas included in the Area Development Plan
12. ☐ Proposed planning area and the requested densities of each area
13. ☐ Total acreage of each planning area
14. ☐ Property boundary lines including dimensions
15. ☐ Existing topography of the Area Development Plan area at contour intervals of not more than two feet (2'), City datum
16. ☐ Indicate any topographic changes proposed
17. ☐ Identification of areas dedicated for public use (i.e. schools, parks, playgrounds, streets, trails, etc...)
18. ☐ Identify existing and proposed street locations and circulation patterns including classification, preliminary alignments, street connections, ingress/egress points, paving widths, rights-of-way dimensions and whether public or private
19. ☐ Illustrate pedestrian circulation pattern, location of pedestrian features or use areas, trail locations and connections to City's trail network
20. ☐ Location, availability and size of utilities, existing and proposed, appropriately labeled as public or private
21. ☐ Location of existing and proposed easements for all utilities, rights-of-way, buffers, railroad, drainage facilities, etc... shall be shown and appropriately labeled with reserved width, type, book and page, and whether they are public or private.
22. ☐ Identification of existing and proposed drainage-ways and storm water/detention areas
23. ☐ Location and width of landscape buffers and general information as to how buffering will be achieved (i.e. fence, vegetation, berm, wall, etc...)
24. ☐ Identification of any other major site development or landscape features, existing or proposed, for the subject site or located within the area
25. ☐ Other considerations pertinent to the proposed use may be requested for illustration or statistical purposes

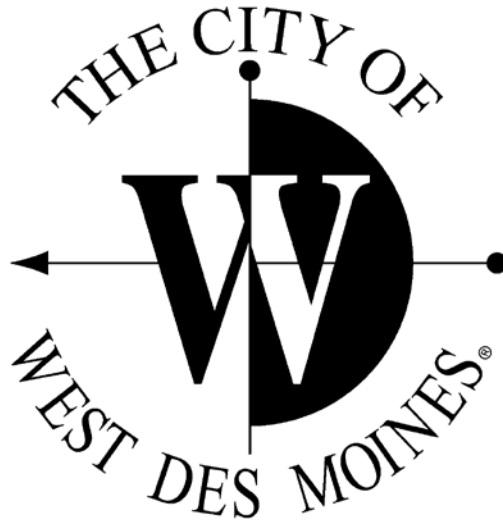
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<http://www.wdm.iowa.gov>



# Master Storm Water Management Plan

Area Development Plans, Preliminary Plats, &  
New PUD Proposals



Public Works Department  
4200 Mills Civic Parkway  
West Des Moines, IA 50265-0320  
515-222-36480 (phone)  
515-273-0603 (fax)  
[www.wdm.iowa.gov](http://www.wdm.iowa.gov)

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can be found on the City's website;  
<http://www.wdm.iowa.gov>

## **Master Storm Water Management Plan Requirements**

- Required with the submittal of:
  - Area Development Plans within the Town Center Overlay District;
  - Preliminary Plats; and,
  - New Planned Unit Development proposals

The following are guidelines intended to assist the Design Engineer in the development of a Master Storm Water Management Plan (MSWMP); they are not intended to be all inclusive and additional information or details may be required. It is the Design Engineer's responsibility to assure that the MSWMP developed for the proposed project is valid, feasible, and functional. Additionally, it is the design engineer's responsibility to familiarize him/herself with all applicable WDM design standards to assure that storm water management proposed is in compliance with said design standards. The MSWMP must be certified by a Professional Engineer licensed in the State of Iowa.

The intent of a Master Storm Water Management Plan is to demonstrate **conceptually** how storm water runoff will be managed in compliance with current City of West Des Moines design standards. In general, the master storm water management plan should define what storm water management practices are proposed and where key management facilities will be located. The MSWMP should provide the framework for the management of storm water for all future development projects within the area identified in the Area Development Plan (ADP), Subdivision Plat, or Planned Unit Development (PUD). If the MSWMP is appropriately designed, future development proposals within the Subdivision Plat, ADP area or the PUD will only need to provide the calculations necessary to illustrate compliance to the master management plan. Although detailed calculations do not necessarily need to be included in the MSWMP, the design engineer may need to perform calculations to assure feasibility of the proposed management methods. The engineer should be prepared to provide these calculations upon request of staff.

Your Master Storm Water Management Plan should be bound in a loose leaf plastic binder and **must** include the following:

**A. Cover Sheet which includes:**

- ☐ Name of project
- ☐ Identification of the enclosed documentation as 'Storm Water Management Plan'
- ☐ Date
- ☐ Space for insertion of project number once assigned by the City
- ☐ Name and contact information of consulting firm and engineer preparing the Master Storm Water Management Plan
- ☐ Engineer's Professional Certification (final copy signed in contrasting ink)

**B. Table of Contents**

**C. Project Description Page which includes:**

- ☐ A description of existing site conditions
- ☐ A description of existing site drainage patterns
- ☐ Description and details of the proposed development
- ☐ A summary of the proposed storm water management plan which outlines how it is in compliance with current West Des Moines design standards. The summary should indicate how key parameters (allowable developed release rates, detention/culvert freeboard requirements, etc...) contained within the WDM design standards are being accommodated and met.

**D. Existing Drainage Contour Map** which illustrates and labels drainage patterns, basins, swales/ditches, creeks, rivers, streams, etc..., and any other relevant on-site or off-site information

**E. Proposed Drainage Contour Map** which illustrates and labels drainage patterns, areas for which storm water detention will be provided, conveyance methods (pipes, swales, etc...), detention areas, post development drainage patterns, and any other relevant on-site or off-site information

**F. Project Summary identifying:**

- ☐ Method(s) of proposed storm water management
- ☐ Key design conclusions
- ☐ Discussion of how the proposed management methods comply with current WDM design standards
- ☐ Post development storm water impacts to adjacent private properties;
- ☐ Mitigation measures for any potential impacts

As of the writing of these guidelines (January 2004), the City of West Des Moines utilizes the **Des Moines Metro Design Standards**. Please contact a development review engineer within the Public Works Department to confirm that these standards are still being utilized for storm water management.

TRAFFIC ANALYSIS FEES  
APRIL, 2007

PROCESS	COMPREHENSIVE PLAN	AREA DEVELOPMENT PLAN(1)	ZONING	SUBDIVISION	SITE PLAN(4)
Fees for Independent Processes and Applications	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 1st 100 Trips, plus \$1.25/additional Trip, plus \$0.50/additional Trip for driveway analysis
Fees for Combined Processes and Applications Tracking Together with No Modifications	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$0 Additional Fee	\$0 Additional Fee	\$0 Additional Fee	\$0.50/additional Trip for driveway analysis
	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$0 Additional Fee	\$0 Additional Fee	\$0.50/additional Trip for driveway analysis
	NA	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$0 Additional Fee	\$0.50/additional Trip for driveway analysis
	NA	NA	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$0.50/additional Trip for driveway analysis
Fees for Independent Process and Applications within One Year of Initial Application with No Modifications	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 fee, plus 25% of Initial Fee	\$0 Additional Fee If Combined Apps.	\$0 Additional Fee If Combined Apps.	\$0.50/additional Trip for driveway analysis
	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 fee, plus 25% of Initial Fee	\$0 Additional Fee If Combined Apps.	\$0.50/additional Trip for driveway analysis
	NA	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 fee, plus 25% of Initial Fee	\$0.50/additional Trip for driveway analysis
	NA	NA	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 fee, plus 25% of Initial Fee plus \$0.50/additional Trip for driveway analysis
Re-analysis Fees within One Year of Initial Application (2)	\$100 fee minimum, plus 25% of Initial Fee per analysis	\$100 fee minimum, plus 25% of Initial Fee per analysis	\$100 fee minimum, plus 25% of Initial Fee per analysis	\$100 fee minimum, plus 25% of Initial Fee per analysis	\$100 1st 100 Trips min., plus \$1.25/additional Trip, plus \$0.50/additional Trip for driveway analysis

NOTES

- (1) An Area Development Plan is only required in the Jordan Creek Town Center Overlay Zoning District
- (2) Includes analyzing modified development proposals and configurations and is limited to a 15% increase in trips.
- (3) Trip calculations are determined from the difference from vacant property to the traffic generated by the proposed development using the average generation rate from the latest version of the ITE Trip Generation Manual.
- (4) Includes Permitted Conditional Use Reviews